Vandergriff et al v. Clermont County Public Library Board of Trustees

EXHIBIT A

Dockets.Justia.com

Clermont County Public Library

Policies

Behavior Guidelines
Collection Development Policy
Concealed Carry Law Policy
Internet Use Policy
Library Exhibits and Displays Policy
Meeting Room Use Policy
Patron Confidentiality Policy
Posting and Distribution of Non-Library Materials Policy
Privacy Statement
Public Records Policy
Smoke Free Workplace Policy
Unattended Children Policy

Meeting Room Use Policy

Clermont County Public Library meeting rooms are available to all community groups and non-profit organizations engaged in activities that further the Library's mission to be responsive to community needs and to be an integral part of our community.

The primary purpose of the Library's meeting rooms is to provide facilities for library-related activities. Needs of the Library take precedence over use by outside groups. When the Library's meeting rooms are not being used for library-related programs, the rooms are available for non-profit use by community groups. The groups may use meeting rooms for private meetings or to present programs for the general public. Programs which are open to the general public must be: open to all; consistent with the informational, educational or cultural purpose of the Library; and solicitation will not be permitted at these programs.

The following conditions apply to all such groups and organizations:

Library sponsored or co-sponsored programs take precedence over other groups at all times. The Library reserves the right to change or cancel reservations.
All use of meeting rooms is subject to the approval of the director(s), or designated staff member, who will determine if the organization or group meets the conditions of this policy.
Organizations using a meeting room for the first time must fill out a "Request for Use of Meeting Room" form. These forms should be completed prior to the initial meeting.
Meeting Rooms can be reserved under the following conditions:
At least 24 hours notice is required to reserve a meeting room.
Meeting rooms can be reserved up to 12 months in advance of a meeting.
Meeting rooms can be used no more than once a month without pre-approval from the Library director (s).
Meeting room space is available only during regular Library services hours unless:
A staff member (on duty) is present in the building, or
The building accommodates a meeting without providing access into the Library itself.
The use of Library meeting rooms for political, religious or social events, or any other reasons specifically designated by the Board of Trustees, is not permitted.
Organizations may not charge admission, accept donations or take up collections.

EXHIBIT A

Organizations may not sell, offer or in any way advertise, merchandise or services.
Programs offered by organizations that are open to the public must be consistent with the mission and goals of the Library.
Use of the Library and facilities is at your own risk and organizations will hold harmless the Library for any damage suffered or resulting from use of the facility.
Permission to use the meeting room does not constitute endorsement by the Library of the group or the ideas presented.
At the discretion of the Director(s), or designated staff person, basic audio-visual equipment may be available only if the staff is notified 24 hours prior to the meeting, and such equipment is readily available at the branch. (Note: three branch locations offer Video Conferencing Equipment.)
Light food and beverages are permitted at meetings. If refreshments are served, attendees are to be advised by the group leader that food and/or beverages are not to be taken into any Library areas other than the meeting room. Groups are expected to clean up after themselves.
The organization using the meeting room is responsible for returning it to its original appearance. Each organization assumes full responsibility for any damages to the Library's meeting room or equipment as a result of their use of meeting room facilities. Any abuse of facilities will be sufficient cause to deny use of Library meeting rooms.
At the discretion of the Director(s), authors who are sponsored by the Library may sell their works to interested audience members. Sales of this type may take place only in one of the following ways:
The Clermont County Public Library accepts author books on consignment from a book source; payments from the public for the purchase of any books would be forwarded directly by the Library to the book source, or
The author assumes full responsibility for collecting money, making change and sale tax requirements.

Approved by CCPL Board of Trustees, July 8, 2002

Download PDF of the Request for Use of Clermont County Public Library Meeting Room form

Top